

# Admission Process Notes

## **Nursery Admission.**

- Finalize Dates related to Issue of Forms, Submission of Forms, Date of Finalization of selected Candidates and Date of Taking admission.
- Details of class wise vacancy will be made in Form 71 and approval taken from Secretary.
- Date for Lottery of selection to be finalized and notified.
- An Official Notice will be made under the signature of Principal with all relevant details of the Process and the dates, including Age criteria, documents to be submitted, date of submission are mentioned in the notice. Form 71A6/
- This notice has to be advertised in newspaper, Banners at important locations, important buildings, School Board, School Website, other pre-primary schools, on school Bus etc.
- Sufficient Forms are printed and kept ready for Offline purchase from School Office.
- Forms are issued on payment of cash on the date mentioned for issue of forms.
- Online system in our School website to be available for purchase of the form by paying form charges online and then downloading the form.
- Filled up forms are received on designated days in Office, the form is checked for completeness, Age criteria, proper pictures & signature.
- A summary of all accepted forms is prepared and in case of excess application compared to number of seats, a lottery is done as per Government Mandate in the presence of parents and important person. VMC will scrutinize the probable list of candidates and modify as required and then they will give final approval to the list of selected candidates. Form 72.
- The Final list is put on the Notice on a board inside school premises, the date for final admission and amount to be paid are mentioned. The details will also be put up in School Website.
- There are 2 or 3 counters opened in School Office for the purpose of taking admission.
- The Amount to be paid is collected and receipt given, the documents attached with the forms are verified with originals.
- Details of School Dress and other important information is given to parents. This should be given in proper note (Sample Note to be prepared). Admission number is given to the student. Details are entered in the School Admission register neatly.

- Daily Amount collected is reconciled and deposited in Bank immediately. MIS is generated giving details of admissions during that day and cumulative till date, this is given to Principal and Office Head. This is then forwarded by Principal to Secretary.

### **LKG to Std. 10 and Std. 12 admission**

- Updated Vacancy list will be prepared by Office and given to Principal, who will take approval from Secretary for admission to these classes Form 71.
- Office will prepare Admission notice get it signed from Principal and put it up in School Notice board as well as in Website. This notice will contain details of admission process, Form purchase dates, Form Submission dates, Notice for Examination date. Copy of the Notice has to be filed in Office File and a scanned copy sent to VMC Form 71A.
- Admission Forms will be sold from Office on designated dates on Cash basis.
- Forms will be available online on our website and can be downloaded on payment of the form purchase amount in the online payment link.
- Forms will be submitted to the school Office along with the required documents.
- Office will give the submitted forms to Sr. Academic Coordinator for getting the same checked for eligibility.
- The date for examination is once again confirmed to the students who will come to school on the scheduled date to appear for a written test which will be coordinated by the Examination Dept.
- Sr. Academic Coordinator with help of Examination Dept. coordinate the checking the answer scripts and finalizing the list of passing candidates. Examination dept. must keep proper backup of all documents Form 73.
- This list will be signed by Principal and details sent to Secretary for Final approval Form 72.
- After approval from VMC the list will be put on the school notice board and Parents Board outside office. The children will also be informed to come to school to take final admission along with original documents for verifications and required Fees.
- The same list will also be put up in the School website where the student can make online payment. However, they need to come to the school with the downloaded receipt as well as original documents for verification.

- Post admission, the Students are provided Dairy, other important information is given. This should be given in proper note (Sample Note to be prepared). Admission number is given to the student. Details are entered in the School Admission register neatly.
- Daily Amount collected is reconciled and deposited in Bank immediately. MIS is generated giving details of admissions during that day and cumulative till date, this is given to Principal and Office Head. This is then forwarded by Principal to Secretary.

### **Std. 11 Admissions.**

- Notice is prepared by Office with details of Admission Process to Class XI, the details include, Form Date availability both Online and offline, Cost of Form, Date of Submission (offline), Date of Issue of Admit Card for Exam, Date of Declaration of Exam Result, available choice of Subject, Date of Final Admissions and any other details as relevant.
- This notice with the signature of Principal is put up in School Notice Boards and also on our website.
- The admission forms can be purchased from school Office by paying Cash on the dates and time specified. It can also be downloaded from website by paying the Form purchase price online.
- The form has to be filled up completely and deposited to the Office along with required documents as specified like attested photocopies of Class X Half Year Exam Report Card.
- Process to upload forms & documents in the website will be made available from 21-22.
- Exam Dept. and Sr. Academic Coordinator will conduct the Exams for the aspiring students on the scheduled date with proper controls to ensure that good students are identified.
- Based on the Exam Marks, SAC (Sr. Academic Coordinator) along with Principal decide on the students who will be admitted and to which stream. This final list is shared with VMC and a copy retained in Office in the “Admission File”.
- The final list of Students with details of Stream and Fees payable is put up on the school Notice Board as well as school website. The date for taking admission is also declared.
- On the Admission date the students will come with Original documents for verification and deposit the required fee in School Office.
- The students can also deposit the fees online through school Fees portal, once the amount is deposited, they can download the receipt and come to School Office and get the documents verified.

- Post admission, the Students are provided Dairy, other important information is given. This should be given in proper note. Admission number is given to the student.